
CASE INITIATION & FILINGS

APPEARANCES

Trial Rule 3.1 and Criminal Rule 2.1

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Purpose

The objective is to provide all the necessary information in a single document for the trial court clerk assigning case numbers and the trial judge in performing other case management functions. Additionally, the appearance form provides other parties with necessary information. When completed, initiating parties and attorneys will have met the requirements of [Ind. Trial Rule 3.1](#), [Ind. Trial Rule 5\(B\)\(2\)](#), [Ind. Trial Rule 77\(B\)](#), and [Ind. Criminal Rule 2.1](#).

- The initiating party, the responding party, and any intervening parties, must file an appearance form in a civil case.
- An appearance form is filed by the attorney(s) representing the initiating party, responding party, and any intervening parties in all civil cases.
- In a criminal case, the prosecuting attorney, the defendant's attorney, or defendants defending themselves in a criminal case, file an appearance form.
- Any appearance form information or record defined as not accessible to the public under [Ind. Administrative Rule 9](#) is filed in a manner prescribed by Ind. Trial Rule 5. See - (http://www.in.gov/judiciary/rules/trial_proc/trial_proc.pdf).

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